

# Trans-Jordan Cities Disclosure Policy and Statement

**To: All Trans-Jordan Cities Officers and Employees**

**Subject: Statutory Ethical and Disclosure Requirements**

**All Agency employees, appointed officials and board members must be aware of and abide by two significant statutes in Utah law which prohibit, or require disclosure of, certain actual or potential conflicts of interest between their public duties and private business interests, if any. The "Utah Public Officers' and Employees Ethics Act (Sec. 67-16-1, et seq. U.C.A., 1953 as amended) set the following requirements:**

## **PROHIBITED: ACTS:**

1. No employee, officer or board member shall (1) use Trans-Jordan Cities (TJC)" office or employment for private advantage by revealing confidential, controlled, private or protected information gained through that office of employment; (2) use his/her TJC position to secure special privileges, or (3) accept other employment that would reasonably be expected to interfere with the ethical performance of his/her public duties.
2. No employee, officer or board member shall knowingly receive, accept, take, seek or solicit, directly or indirectly, any gift or loan for him/herself or another if: (1) the gift or loan would reasonably tend to influence him/her in the performance of official duties; or (2) the donor has been, is, or may become involved in any official TJC business. Exceptions to subparagraph (2) are non-money gifts of value less than \$50.00 provided such gifts are accepted on an occasional basis; public awards; bona fide business loans; or campaign contributions actually used in a political campaign.
3. No employee, officer or board member, acting in an official capacity, may accept payment for helping a private person or business in any transaction with TJC. Pay may be accepted if the transaction is not in the employee's official capacity and disclosure is made as set forth hereafter.
4. Employees may not be involved with any private business which is regulated by TJC, may not be involved in any transaction between their private business interests and TJC, and may not be involved in any other actual or potential conflict of interest unless the nature and extent of the private business interest(s) are disclosed as explained below.

## **DISCLOSURE:**

1. Any TJC officer, employee or board member who receives payment for helping a private person or business in a transaction with TJC must disclose the payment.
2. Any TJC officer, employee, or board member involved in a private business which is subject to TJC regulation must disclose that involvement if the regulation is made by the agency or board of which the officer or employee is a member; disclosure must be made annually, and again at each meeting in which the officer's or employee's business is discussed. Such oral disclosures shall be made part of the minutes of the meeting.
3. Any TJC officer employee or board member involved with a private business that does or anticipates doing business with TJC must disclose that involvement.

4. Any TJC officer, employee or board member who has a personal or business interest of any kind which raises an actual or potential conflict of interest with TJC duties must disclose that interest.
5. All written disclosures must be a sworn statement containing the information required above and be in a form similar to that attached to this document. All such statements are public records and open to public inspection. All disclosures must be made as follows: orally, in any TJC meeting where a transaction is discussed involving a matter in which the officer, employee, or board member has an interest; and again in writing when the conflict arises. The general written disclosure must also be re-filed every January of each year that the outside interest persists and must be filed with the officer's, employee's or board member's immediate supervisor, general manager or board of directors.

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Violation of these provisions may subject the officer, employee or board member to disciplinary action, or removal in addition to the possibility of criminal prosecution. Any violations will be thoroughly investigated and prosecuted. Please be aware that this document is a shortened and simplified statement of the legal requirements involved in this area. **YOUR CONDUCT WILL BE GOVERNED BY THE LAW, NOT THIS REVIEW.** Feel free to direct any questions regarding the law's ethical and disclosure requirements to the general manager, board chairman or TJC's legal counsel.

**DISCLOSURE OF PRIVATE BUSINESS INTERESTS** (use one form for each business entity or person involved)

<b>A.</b>	
TJC Employee/Board Member or Appointed Official	Phone Number

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Address

B. \_\_\_\_\_  
Outside institution, entity, private business or person involved

Describe TJC Employee, Board Member or Appointed Official's position or investment in the outside institution, entity, private business, or personal contract.

C. Describe below the nature of the assistance you are providing to the institution, entity, private business or people name above, or describe the nature of the economic interest of employment you hold in the private business. Also describe the relationship with, or transaction between, the business, institution, person, etc. and TJC. Use more sheets, if necessary. (this disclosure will not be accepted as valid unless this section is completed.)

Signature \_\_\_\_\_

SUBSCRIBED and SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public  
Residing in Salt Lake County, Utah

SEAL

This statement is a public document. It must be filed with the officer's, employee's or board member's board secretary or general manager.